



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.2.13	Subject: <b>SAFETY INSPECTIONS</b>
Reference: DOC Policy No. 3.2.4	Page 1 of 3 and 2 attachments
Effective Date: September 4, 2001	Revision: new effective date – January 17, 2012
Signature / Title: /s/ Leroy Kirkegard / Warden	
Signature / Title: /s/ Gayle M. Lambert / Administrator	

**I. PURPOSE**

To conduct regular safety inspections at MSP/MCE to ensure compliance with all applicable regulations, statutes, and standards regarding environmental and health issues.

**II. DEFINITIONS**

Independent Inspections - an inspection conducted by a non-departmental federal, state, or local agency.

Internal Inspections - an inspection conducted by Department staff on an ongoing basis.

**III. PROCEDURES**

**A. Independent Inspection Program**

1. Independent inspections and audits may be conducted by local, state, and federal agencies to determine if MSP and MCE safety practices comply with all applicable statutes, standards and rules. Findings of these inspections must be reported to the Warden, MCE Administrator, MSP Safety Committee, and DOC Director.
2. The Warden and MCE Administrator will review progress made in corrective action plans, and report these findings to the DOC Director and appropriate audit/inspection agency.

**B. Internal Inspection Program**

1. Regular internal safety inspections will be conducted to ensure compliance with Department policies as well as state and local codes. Internal safety inspections are intended to ensure the following:
  - a. That all areas are clean and orderly and in compliance with applicable life safety and fire standards.
  - b. That all lighting, ventilation and heating equipment is functioning properly.
  - c. That all equipment, fixtures, and tools function properly.
  - d. That all plumbing equipment (toilet, bathing, washing, and laundry facilities) are operating properly.
  - e. That all Food Service equipment and sanitary conditions comply with required standards.
2. Records/Documentation
  - a. Documentation of all inspections, drills, and audits must be maintained to ensure compliance with applicable federal, state, and local life safety and related requirements.
  - b. The MSP Safety Committee (or designee) is responsible for ensuring all records and reports pertaining to the following are properly maintained:
    - 1) Records of all plans, drills and inspections.
    - 2) Investigatory or follow-up reports on all fires and accidents.

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- 3) Certification that the water supply is in compliance with applicable local codes and state statutes.
  - 4) Documentation that water and sewage systems have been approved by the appropriate regulating agencies.
  - 5) Records of all inspections of food preparation areas that have been conducted by local or state health agencies.
  - 6) Fire Safety compliance reports.
- c. The MSP Safety Committee (or designee) will review the above records and reports and will report any deficiencies to the appropriate administrator.
3. Daily Inspections
  - a. All facility/program areas and life safety equipment must be visually inspected by the staff assigned to those areas on a daily basis.
  - b. Any staff member who observes a deficiency or problem during these daily inspections must document the problem on an incident report form and submit the report to their supervisor. The supervisor must take the appropriate action to correct the problem.
4. Weekly Inspections
  - a. Each department head or designee will tailor the *MSP Weekly Safety Inspection form (attachment A)* to meet the unique circumstances of each area they oversee. The form must be approved by the MSP Safety Committee before it is utilized.
  - b. Each department head or designee must complete, at a minimum, weekly safety inspections in the areas they are responsible for, using their specific Weekly Safety Inspection form.
  - c. The staff designated to complete the weekly inspections will forward all completed weekly inspection forms to the department head who oversees their area.
  - d. Each department head or designee will forward the last weekly inspection form(s) for each month to the MSP Safety Committee to review.
  - e. Each department head or designee will, at a minimum, maintain the last six months of the weekly safety inspection forms.
5. Monthly Inspections
  - a. Staff, as designated by the MSP Safety Committee, will conduct monthly inspections of the Wallace Building.
    - 1) The designee must complete the inspection prior to the end of the second week of the month.
    - 2) The designee must submit the completed inspection form to the MSP Safety Committee prior to beginning of the third week of the month.
  - b. Due to the fact that the Wallace building is located outside the secure perimeter, is primarily a staff office area, and is not utilized as a production, program, or housing area by inmates, weekly inspections are not required.
  - c. Attachment C shows the floor plans of the Wallace building. All areas/rooms/offices, with the exception of those shaded in gray, will be inspected monthly.
    - 1) Command Post staff will ensure the security areas of the building are inspected in accordance with *MSP 3.1.15, Security Inspections*.
    - 2) Maintenance staff will ensure the maintenance areas of the building are inspected in accordance with *MSP 2.1.1, MSP Maintenance*.

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6. Quarterly Life Safety Inspections  
Emergency or life safety equipment inspections must be conducted and/or coordinated by subject matter experts, and reports from these inspections must be forwarded to the MSP Safety Committee (or designee) for processing.

**C. Annual Review Requirements**

Annual inspections (such as health, boiler, FDA, etc.) should be conducted by independent parties to ensure and document compliance with all applicable laws and regulations related to fire safety, sanitation, and health, including adequacy and operation of the fire alarm and smoke detection systems. The purpose of these inspections will be to examine compliance with applicable laws and regulations and identify problem areas which need to be addressed.

**D. Follow Up**

1. The MSP Safety Committee will note deficiencies found during the independent, weekly, monthly, quarterly, annual, or external agency reviews on a *Corrective Action Plan form (attachment C)*, and copies will be forwarded to the responsible staff for completion.
2. The Warden, MCE Administrator and Safety Committee are responsible for responding to all non-compliance findings.

**IV. CLOSING**

Questions concerning this operational procedure will be directed to the MSP Safety Committee.

**V. ATTACHMENTS**

MSP Weekly Safety Inspection form	attachment A
Corrective Action Plan form	attachment B
Wallace Building floor diagram	attachment C

## WEEKLY SAFETY INSPECTION FORM

Department/Area \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Check (X) each Item below as "Satisfactory" or "Unsatisfactory". Add any pertinent comments and the location of the hazard(s) in the space provided for each item checked "Unsatisfactory".

**The last Weekly Safety Inspection form for each month must be forwarded to the MSP Safety Committee by the last Friday of the month. Make copies for your file.**

GENERAL SAFETY	S	U	COMMENTS/CORRECTIVE ACTION	COMPLETE DATE
Are warning signs posted where applicable (hard hat area, high nose levels, etc)?				
Are furnishings such as (tables, chairs etc) properly constructed and in good repair?				
Appropriate food are at proper temperatures and documented				
Are food items properly stored when applicable?				
Applicable equipment in good working condition				
Hand/Guardrails - available and secure				
Mats in place where needed				
Floors and walkways are clear from slip, trip and fall hazards				
Non - slip surfaces in good condition				
Other				

PERSONAL PROTECTIVE EQUIPMENT	S	U	COMMENTS	COMPLETE DATE
Gloves, as necessary, in use				
Is PPE (personal protective equipment) being used when necessary?				
Are PPE requirements (eye, ear, head and hand) posted where necessary?				
Other:				

FIRE PROTECTION	S	U	COMMENTS	COMPLETE DATE
Fire extinguishers charged, serviced within the last year, tagged and accessible				
Emergency evacuation plans posted				
Emergency exit doors & gates clearly marked and operable				
Fire drills conducted and documented ( <b>monthly</b> )				
<b>Weekly</b> manual operation of fire doors				
Are thresholds under fire doors free of obstruction?				
Clean-up rags stored properly				
Fire plan current and in place				
Other:				

HAZARDOUS MATERIAL	S	U	COMMENTS	COMPLETE DATE
Are all hazardous materials stored properly in your work area?				
Hazardous materials containers are properly labeled as to contents and hazard warnings				
Are unneeded or outdated chemicals disposed of properly (not down the sink or general trash)				
Appropriate hazardous materials/sharp containers storage and disposable				
Is the area free from visible chemical spills or leaks?				
Are material safety data sheets (MSDS) available?				
Other:				

MEDICAL / FIRST AID	S	U	COMMENTS	COMPLETE DATE
First aid kit readily available, and periodically inspected				
First aid supplies kept replenished as needed				
Ambu bag available				
Blood spill kit available				
AED if available				
Monthly AED battery check				
Other				

ELECTRICAL SAFETY	S	U	COMMENTS	COMPLETE DATE
Extension cords not used for permanent wiring				
Breaker panels and control box covers closed				
Do circuit breaker panels identify the circuits they control?				
Plugs and electrical outlets in good condition				
Circuits not overloaded				
Electrical wires not running under carpets				
No storage in front of electrical switches, panels and lights				
Other				

<b>STORAGE</b>	<b>S</b>	<b>U</b>	<b>COMMENTS</b>	<b>COMPLETE DATE</b>
Are stored materials stacked & spaced properly?				
Are storage shelves and bookcases properly secured?				
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest haborage?				
Are the largest & heaviest pieces stored on the bottom of the pile or the lower shelves of storage units				
Is there at least 18 inches clearance between stacked materials and sprinkler heads				
Are pallets stored / stacked in a safe manner?				
Other				

<b>WORK STATION ERGONOMICS</b>	<b>S</b>	<b>U</b>	<b>COMMENTS</b>	<b>COMPLETE DATE</b>
Any work station ergonomics issues should be forwarded to the Safety Committee.				

<b>SAFE LIFTING</b>	<b>S</b>	<b>U</b>	<b>COMMENTS</b>	<b>COMPLETE DATE</b>
Are workers aware of safe lifting techniques?				
Are workers avoiding heavy loads and splitting into smaller loads or asking for help?				
When lifting, bend knees and keep back straight and vertical				
Other				

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Inspector's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Department Head or Designee

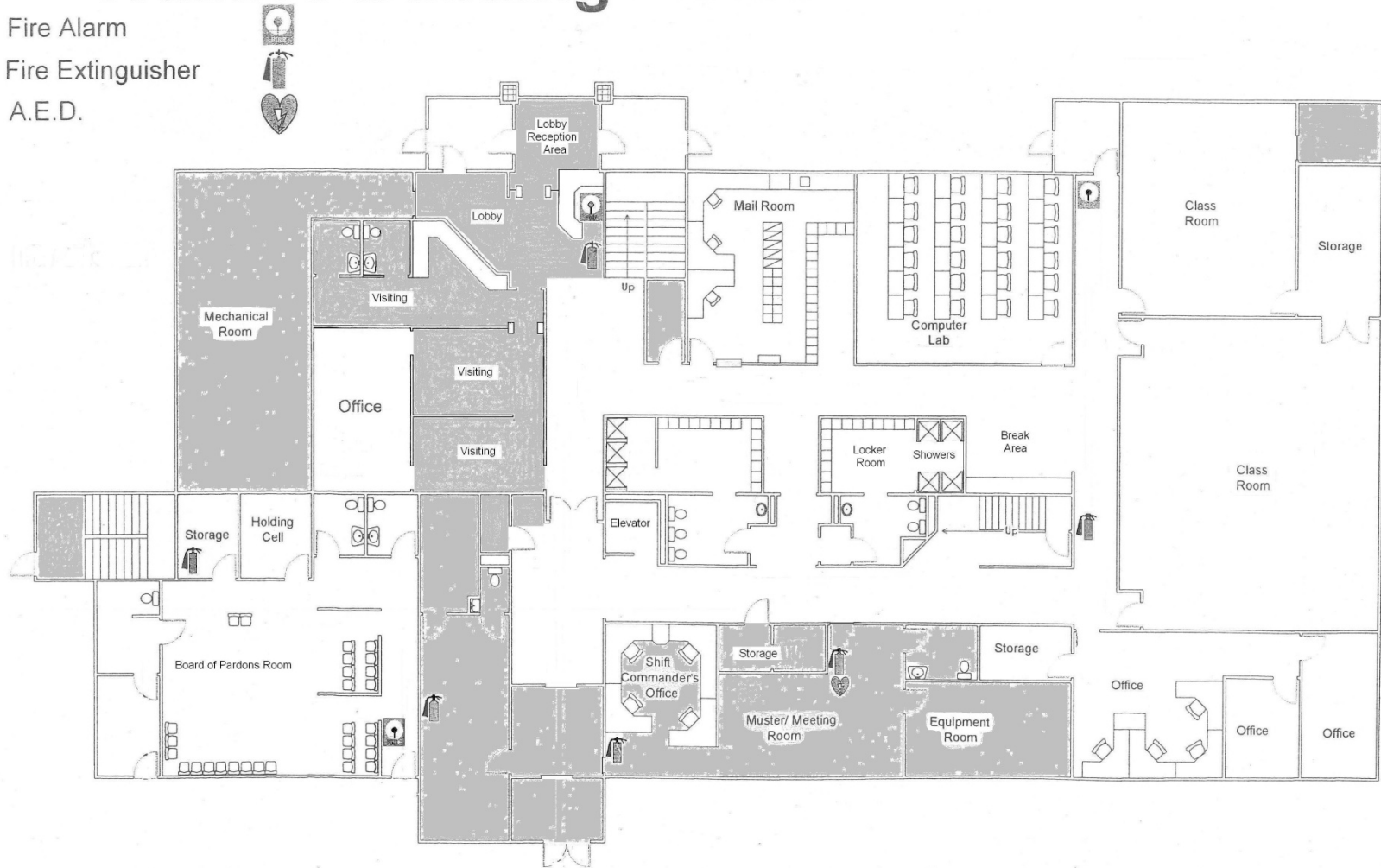
\_\_\_\_\_

Date



# Wallace Building 1st Floor


Fire Alarm  
Fire Extinguisher  
A.E.D.

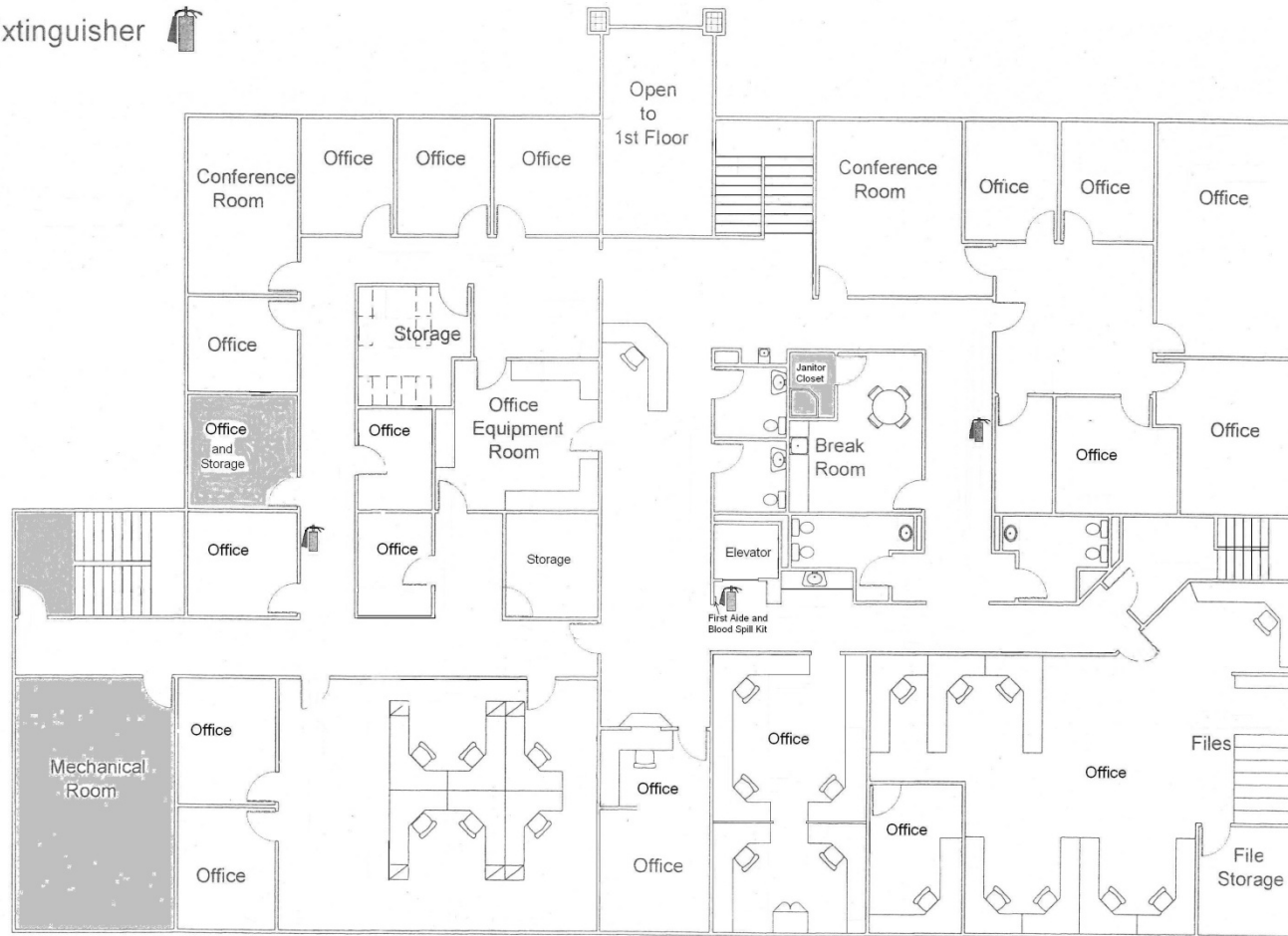


Conduct safety inspections in all areas/offices that aren't shaded in gray.



# Wallace Building 2nd Floor

Fire Extinguisher 



Conduct safety inspections in all areas/offices that aren't shaded in gray.